



PUBLIC NOTICE

04-1

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA
Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: CM/ECF Account Maintenance Information

DATE: April 12, 2004

All CM/ECF participants have access to the "Maintain Your ECF Account" option under the "Utilities" menu when they log in to CM/ECF. This option allows users to update their address and telephone information, e-mail information, and their UserID and password. Users are encouraged to keep the information current and accurate since the system extracts that information to populate the docket sheet and mailing matrix with corresponding information (i.e., the address of an attorney for a debtor) and the system uses the information to forward the Notice of Electronic Filing (NEF) by e-mail to the filer.

However, this option only effects system information. It does NOT change the requirements of South Carolina Local Bankruptcy Rule (SC LBR) 9010-1 regarding substitution of counsel, whether by agreement between the client, the original attorney, and a substitute attorney (order of substitution issued by the court is required), or when an attorney leaves a law firm and representation of the client is to remain with the law firm (notice to the court and client required). Please refer to SC LBR 9010-1(e).